

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Operations Support Workleader #17-14
Location: Fort Worth, Texas
Closing Date: April 30, 2017
Starting Salary/Range: CL-26 (\$46,717 - \$75,923)*

*Depending upon qualifications and experience

POSITION OVERVIEW: This position is located in the District Clerk's Office in Fort Worth, Texas and is responsible for assisting the Fort Worth division manager by coordinating the operations support section in Fort Worth, including intake, civil and criminal docketing, quality control, records management, jury management, and financial. This position reports directly to the division manager.

REPRESENTATIVE DUTIES:

- Delivering excellent customer service in a demanding, fast-paced environment.
- Exercising sound ethics, and judgment, and following procedural, personnel, and internal controls policies.
- Understanding the policies and various rules that apply to the filings for which the operations support staff is responsible for processing.
- Understanding courtroom procedures and the various types of paperwork necessary for court hearings and trials.
- Skillfully managing competing priorities, coordinating schedules, resolving day-to-day problems, and answering questions in a sometimes stressful setting that requires extreme accuracy and timeliness.
- Receipting, reconciling, and preparing financial deposits pursuant to internal control guidelines.
- Providing assistance to, and responding to concerns from, judges, judicial staff, the bar and the public.
- The incumbent must be able to communicate accurately and effectively, both orally and in writing.
- Proficiently using various technology, including usual office equipment and software, automated case management systems, word-processing, and spreadsheet software programs.
- Ability to provide daily relief and support to operations, financial, and jury staff.

GENERAL EXPERIENCE:

To qualify for the position of Operations Support Workleader, the incumbent must have a minimum of three years of clerical or administrative experience. The incumbent must have knowledge of federal and local court administrative rules, protocols, and code of conduct, knowledge of legal terminology and automated case management systems, and must have skill in case management, written and oral communication, and legal research. The incumbent must also have skill in coordinating others, with the ability to manage time effectively and meet tight deadlines. The incumbent should also possess strong organizational, analytical, verbal, and written communication skills. A high school diploma or equivalent is required, and a Bachelor's degree in criminal justice or a related field is preferred.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term disability, long term care, annual/sick leave, federal holidays, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations.

Due to the high volume of anticipated applicants, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting and credit check. Employment will be contingent upon a favorable response from this investigation.

Qualified applicants may submit a **detailed resume** and **salary history** to:

Human Resources #17-14
U.S. District Court - Northern District of Texas
1100 Commerce Street, # 1452
Dallas, TX 75242
Fax: (214) 753-2247
Email: humanresources@txnd.uscourts.gov

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.